

Credit Union National Association
 Board Accelerator Conference
 April 6-7, 2021

Board of Directors Meeting Evaluation Form

The purpose of this form is to evaluate overall effectiveness of the meeting process. Please rank the following items on a scale of 1-5 where a “1” does not meet your expectations and a “5” exceeds your expectations. This examination will demonstrate where changes can be made to increase productivity.

	Exceed Expectations		Meets Expectations		Below Expectations
The agenda is clear and sensible	5	4	3	2	1
The board packet was provided to all meeting participants in a timely manner	5	4	3	2	1
Reports were thorough	5	4	3	2	1
Discussions were on target	5	4	3	2	1
Directors were prepared and involved	5	4	3	2	1
The education was relevant and helpful	5	4	3	2	1
Appropriate board and staff assignments were made	5	4	3	2	1
Board focused on issues of strategy and policy	5	4	3	2	1
Objectives for meeting were accomplished	5	4	3	2	1
Meeting ran on time	5	4	3	2	1

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Besides grading the board and its meetings, individual board members may grade themselves on their understanding of the company’s operations and their role as board members. In four categories, board members can discover where they need additional expertise and training. Board members may also compare self-evaluations and determine where the board may need to grow as a whole.

FINANCIAL AND OPERATIONAL FITNESS

On a scale of one to five, five being best, rate your comfort level and full understanding regarding:

1. Financial statements such as the balance sheet, profit and loss statement, and statement of cash flows.	1	2	3	4	5
2. Major financial ratios.	1	2	3	4	5
3. The Allowance for Loan and Lease Losses (ALLL).	1	2	3	4	5
4. Methods for determining allocations and charge-offs to the ALLL. Determining the adequacy of the ALLL.	1	2	3	4	5
5. Asset and liability management (ALM).	1	2	3	4	5
6. ALM and the effects of re-priced assets and re-priced liabilities.	1	2	3	4	5
7. ALM and the potential effects of interest rate changes and asset/liability values.	1	2	3	4	5
8. ALM and the effect on capital ratios.	1	2	3	4	5
9. Major policies the board must review and approve.	1	2	3	4	5
10. That policy is about guidance for management, not management by the board.	1	2	3	4	5
11. Audits, examinations, and risk management.	1	2	3	4	5
12. The board’s role in meeting with the credit union’s independent auditors, supervisory committee, or audit committee.	1	2	3	4	5
13. The enterprise-wide risk approach used by regulators.	1	2	3	4	5
14. Holding candid discussions with auditors and examiners.	1	2	3	4	5
15. Systems are in place for member financial privacy and protection.	1	2	3	4	5
16. Business continuity plans.	1	2	3	4	5
17. Procedures in place for business resumption, disaster recovery, and offsite work locations.	1	2	3	4	5

Look to the areas you rate 1, 2, or 3. These are the areas where you need to grow most as a board member. Work with your chair to secure education in these areas.

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BOARD GOVERNANCE AND OPERATIONS

On a scale of one to five, five being best, rate your comfort level and full understanding regarding:

1. Clarity of board and management duties.	1	2	3	4	5
2. Tasks reserved for the board. Tasks reserved for management.	1	2	3	4	5
3. Studying the board packet before the board meeting.	1	2	3	4	5
4. Board-initiated items for the board meeting agenda.	1	2	3	4	5
5. Attendance, participation, and deliberation at the board meeting.	1	2	3	4	5
6. Number of board meetings you may miss or attend via phone or internet.	1	2	3	4	5
7. Keeping board meetings focused, orderly, and on target.	1	2	3	4	5
8. Developing an education plan for each director.	1	2	3	4	5
9. Striving to build a board that is a good mix, possibly a reflection of your member base.	1	2	3	4	5
10. Recruiting and nominating potential directors.	1	2	3	4	5

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RELATIONSHIP WITH CEO

On a scale of one to five, five being best, rate your comfort level and full understanding regarding:

1. Reviewing your CEO annually. Setting annual goals for the CEO.	1	2	3	4	5
2. Judging your CEO's progress toward longer term goals.	1	2	3	4	5
3. Utilizing a few metrics to gauge your CEO's effectiveness.	1	2	3	4	5
4. Allowing the CEO to implement and manage programs to achieve goals.	1	2	3	4	5
5. Incentive-based rewards for the CEO.	1	2	3	4	5
6. Incentive-based rewards for employees.	1	2	3	4	5
7. Reviewing, updating, and upgrading CEO duties.	1	2	3	4	5
8. CEO growth through education, networking, and industry leadership opportunities.	1	2	3	4	5
9. Board/CEO/management communications between board meetings.	1	2	3	4	5
10. A written management succession plan. Does the board review the plan annually?	1	2	3	4	5
11. Seeking a new CEO. Who will act as interim CEO?	1	2	3	4	5
12. A board listing of non-negotiable requirements for CEO.	1	2	3	4	5

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STRATEGIC PLANNING PROCESS

On a scale of one to five, five being best, rate your comfort level and full understanding regarding:

1. The board should conduct a strategic planning review/planning session every year.	1	2	3	4	5
2. The board is mainly concerned with broad strategies, goals, and measures of success.	1	2	3	4	5
3. Management develops and presents a viable strategic plan.	1	2	3	4	5
4. The board deliberates the plan while keeping a high-level view.	1	2	3	4	5
5. Plan supports company mission statement and vision.	1	2	3	4	5
6. Management incorporates critical industry issues in plan.	1	2	3	4	5
7. Management incorporates member and employee insights into plan.	1	2	3	4	5
8. Management develops operating and financial plans to implement strategy.	1	2	3	4	5
9. The board receives strategic updates from management on a, minimum, quarterly basis. Updates include measures of success.	1	2	3	4	5
10. The board may approve management-led change of strategic plans or measures of success only in the event of extreme circumstances, major market downturns, major opportunities, and greater-than-planned-for growth.	1	2	3	4	5

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